

SECTION 2

REQUEST FOR OFFERS

2-1. Application of HTOS.

This RFO and any resulting offer is subject to the provisions of the GSA Household Goods Tender of Service (HTOS), supplements thereto and reissues thereof (RFO [Section 2-4](#)).

2-2. Federal Agency Authorized to Use.

2-2.1. Application.

This request and any resulting offers is for the account of the U.S. Government and authorized cost reimbursable contractors, except when the relocation involves uniformed personnel of the Department of Defense, its contractors and uniformed personnel of the U.S. Coast Guard or Public Health Service.

2-2.2. Exception (Reserved).

2-3. Contracts.

The rates and charges offered and accepted pursuant to this request are applicable to shipments routed pursuant to any formal contract providing for MMS awarded by GSA or a Federal Civilian, non-DOD agency to the extent provided in the contract. [Section 2-7.6](#), Industrial Funding Fee (IFF), of this RFO applies to such shipments.

2-4. Definitions.

2-4.1. Household Goods Tender of Service (HTOS).

The Household Goods Tender of Service (HTOS) is a combination of the Domestic Tender of Service (DTOS) effective January 2, 1996 and the International Tender of Service (ITOS) effective October 1, 1995. The HTOS has not been officially published; therefore any reference to the HTOS will mean the DTOS or ITOS, as appropriate. To the extent possible, where HTOS is used in this RFO reference also will be made to the DTOS/ITOS as appropriate.

2-4.2. Domestic Transportation.

This is the term applied to the movement of the household goods (HHG) of relocated Government employees within the conterminous United States, including Alaska and Canada.

2-4.3. International Transportation.

This is the term applied to door-to-door container movement of HHG outside the conterminous United States, including Alaska and Canada, in lift vans. A Participant provides complete through service from origin residence to destination residence by surface ocean means.

2-4.4. General Transportation Services.

This is the term applied to transportation and accessorial services normally associated with a HHG move, such as set out in interstate and intrastate tariffs or the HTOS.

2-4.5. Move Management Services (MMS).

This is the term applied to a MMS Provider's arrangement, coordination, and monitoring of each relocating employee's HHG move, from initial notification of shipment booking through delivery at destination. Services as identified in RFO [Section 2-6](#) will be provided within a Participant's approved scope of operations. No brokering of shipments will be allowed.

2-4.6. Participant.

This term applies to any carrier or forwarder that is approved in the Centralized Household Goods Traffic Management Program (CHAMP), Domestic and International, to provide General Transportation Services or MMS.

2-4.7. Special Agency Provisions.

Special agency provisions cited in this RFO are defined as specific terms and conditions applicable to a particular Federal department or agency.

2-4.8. Responsible Transportation Officer (RTO).

This term applies to the individual within the shipping or receiving Federal agency responsible for personal property traffic management functions.

2-4.9. Government Rate Tender (GRT)

This is the term applied to Household Goods Carriers Bureau Committee, American Moving & Storage Association, Government Rate Tariff, HCB415-G, supplements thereto and reissues thereof.

2-5. Filing Possibilities.

2-5.1. Filing Instructions.

Instruction for the submission of offers is set out in RFO [Section 5](#).

2-5.2. General Government Rates or Charges.

Participants submitting offers pursuant to this RFO may file offers that apply to all Federal agencies. The term *general government* will be used to describe such offers. Offers submitted may be for the Participant's full scope of operation or any part thereof.

2-5.3. Agency Specific Rates or Charges.

Participants submitting offers pursuant to this RFO may file offers that apply to a specific Federal agency as defined in RFO [Section 5](#). The term *agency specific* will be used to describe such offers. Offers submitted may be for the Participant's full scope of operation or any part thereof.

2-5.3.1. Application of Rates.

Agency specific rates will apply only to shipments for which the specific agency/location identified in RFO [Section 5](#), issues the Government Bill of Lading (GBL).

2-5.4. Combination of General Government and Agency Specific.

Participants submitting offers pursuant to this RFO may file offers that apply for both general government and agency specific. If the Participant files both general government and agency specific offers, the Participant may base its submission on any part or parts of its scope of operation without regard to consistency between general government and agency specific. For example, a Participant with an approved scope of operation of all domestic service areas may offer general government rates and charges between all domestic service areas, but offer agency specific rates and charges between only two (2) service areas for Federal Agency X, while offering agency specific rates and charges between four (4) different service areas for Federal Agency Y.

2-5.5. Alternation of General Government and Agency Specific.

A Participant's accepted offer of general government rates and charges will alternate with the Participant's accepted offer of agency specific rates and charges.

2-6. Move Management Services (MMS).

2-6.1. Performance of Services.

The MMS Provider will provide the MMS outlined in RFO [Section 2-6](#) in conjunction with transportation services. The MMS Provider must comply with service, delivery timeframe, billing, reporting, and liability requirements set out in the HTOS, as applicable, together with all other requirements set out therein, except to the extent waived by the GBL Issuing Officer (GBLIO) or Responsible Transportation Officer (RTO) as defined in the HTOS.

2-6.2. Memorandum of Understanding (MOU).

The MMS Provider and the shipping agency must enter into a written MOU setting out the terms and conditions of the MMS Provider requirements as identified in [Section 2-6](#). In those instances when the shipping agency requests GBL preparation and maintenance under [Section 2-6.6.3](#), the MOU should contain at a minimum, specific instructions on GBL preparation and maintenance including instructions to complete each block of the GBL. If requested by the MMS Provider and/or shipping agency, the GSA PMO identified in RFO [Section 1-6](#) will review the agreed-to MOU.

2-6.3. Performance as Participant.

The MMS Provider must file rates within its current approved scope of operations, be subject to the Customer Satisfaction Index (CSI) rating system, and comply with the requirements for paying GSA its IFF specified in RFO [Section 2-7.6](#).

2-6.4. Commissions.

An MMS Provider may not charge a commission to a carrier or forwarder to which it tenders a HHG shipment.

2.6.5. Required Services.

2-6.5.1. General.

The MMS Provider must arrange, coordinate, and monitor each relocating employee's HHG move from initial notification of the move by the shipping agency through completion of all move-related transactions required under this RFO [Section 2-6.5](#). A HHG move within the continental United States (CONUS) (as defined in Section 5-2) is defined as a basic move consisting of one shipment of HHG and personal effects and, when specifically authorized by the shipping agency, shipment of one or more privately owned vehicles (POV's). A HHG move to/from an international location (as defined in Section 5-3) is defined as a basic move consisting of one surface shipment of HHG and personal effects and, when specifically authorized by the shipping agency, one or more unaccompanied baggage shipments and shipment of one or more POV's. Multiple origins and/or destinations may be involved for both CONUS and international shipments. Following are the services the MMS Provider must provide:

2-6.5.2. Carrier Selection.

The employing agency may select the carrier to move the relocating employee's HHG or may delegate this responsibility to the MMS Provider in which case the agency will furnish the MMS Provider with carrier selection criteria. Any carrier selected to move a Federal civilian, non-DOD employee's HHG must participate CHAMP and have approved rates on file with GSA. The MMS Provider must be capable of accessing the GSA Interagency Transportation Management System (ITMS) to obtain cost comparison information for use in selecting a carrier to transport a shipment when requested by the employing agency.

2-6.5.3. Shipment Booking.

The MMS Provider must schedule the move with the selected carrier; order a pre-move survey; and identify and obtain written authorization from the Federal agency (either the GBLIO or RTO) authorizing the move for storage-in-transit (SIT) or any special service (e.g., shuttle service, special crating, third party servicing, elevator charges, long carry, and/or stair carry). The MMS Provider must indicate in writing all services authorized and identify those that will be paid as an entitlement of the employee, those that will be advanced but charged back to the employee, and any service the employee requests that may not be authorized on the GBL. The Provider must inform the employee prior to service performance of any service that will be advanced but charged back to the employee. The Provider may develop a generic form for the purpose of this item. Any service shown on a generic form that is not applicable to a particular shipment must be "crossed out" or marked "none" or "not applicable" prior to submitting the form to the GBLIO/RTO for written authorization/approval.

2-6.5.4. Ensuring Carrier Performance.

Notwithstanding the provisions of RFO [Section 2-6.6](#), "Origin and Destination On-Site Quality Control", the MMS Provider must ensure that transportation services furnished are in accordance with provisions of the HTOS. The MMS Provider must take any action deemed necessary and appropriate to protect the interests of the shipping agency, ensure proper carrier performance, and protect the real and personal property of the relocating employee. In the event the MMS Provider's failure to direct performance in accordance with this Section causes damage to the shipping agency or relocating employee, other than damage to HHG, the MMS Provider is liable to the shipping agency and/or the relocating employee for such damages.

2-6.5.5 Arranging Storage in Transit (SIT).

If a Federal agency authorizes SIT, the MMS Provider must arrange storage in accordance with the GSA HTOS. The MMS Provider must notify the employee of the authorized SIT duration and location and provide the employee SIT-Provider contact information within five (5) calendar days after delivery into SIT.

2-6.5.5.1. Monitoring Shipments in SIT.

The MMS Provider must monitor shipments in SIT and provide a written request for disposition instructions from the employee or shipping agency destination facility representative at least ten (10) working days before expiration of the authorized SIT period. The written request must inform employees of their personal financial responsibility for any charges incurred for storage in excess of the maximum period authorized. The MMS Provider is responsible for arranging for delivery of shipments from SIT.

2-6.5.5.2. SIT in Excess of 180 Days.

If storage exceeds 180 days, the MMS Provider must ascertain the condition of the employee's property at the end of the 180-day SIT period to protect the Government's and the relocating employee's right to

recover for carrier caused losses or damages. The warehouse automatically is considered the shipment's destination upon expiration of the 180-day SIT period and the MMS Provider's responsibility for the shipment ends. The shipment then becomes subject to the warehouse's rules, procedures, and charges, including local delivery out of storage. The employee is responsible for payment of storage charges for any period of storage in excess of 180 days. In the event of any discrepancy between HTOS provisions and the provisions of this Section for purposes of SIT, the provisions of this Section apply.

2-6.5.6. Completion of GSA Form 3080.

The MMS Provider must furnish the relocating employee a GSA Form 3080, "Household Goods Carrier Evaluation Report" for completion of the section entitled, "Relocating Employee's Response" (GSA will provide Form 3080 stock to the MMS Provider). The Provider must instruct the employee to return the evaluation form upon completion to the shipping agency for completion of the section entitled, "GBL Issuing Officer's Response." The Provider also must follow-up in an attempt to ensure both the employee and shipping agency complete their respective portions of the form and return it to GSA at the address identified in RFO [Section 1-6](#). If the employee has not completed the form within 30-days from the date of delivery of the HHG to the new residence, the Provider will so advise the shipping agency.

2-6.5.7. Service Performance Audit.

The MMS Provider must audit transportation billings and complete a certification document certifying by line item whether billed services (including any services specifically requested by the employee) were or were not necessary, properly authorized, and actually performed (this audit is unrelated to an agency's audit of the actual billing charges). The Provider may develop a form for this purpose and must, if requested, have it pre-approved by the shipping agency.

2-6.5.8. Management Information Reports.

The Government will require certain management information reports that may or may not be commercially standard. If the MMS Provider has a commercial report that would meet a stated specific need, it may propose that an agency use that report instead of the one specified as long as it can satisfactorily demonstrate how the proposed substitution would meet the ordering activity's needs. Reports must contain both monthly/quarterly and year-to-date totals, when appropriate. The MMS Provider must provide required reports to the ordering activity within 15 business days following the month/quarter services were performed.

2-6.5.8.1. Ordering Agency Reports.

If requested by the shipping agency, the MMS Provider must furnish the following reports in the manner specified by the agency with regard to format, content, and frequency. Data elements may be revised by the ordering activity.

2-6.5.8.2. Shipment Summary.

A summary of the total number of shipments handled for the specified period further broken down into the following incremental categories: number of shipments by agency activity, number of shipments by carrier, number of interstate shipments, number of intrastate shipments, and number of international location shipments. For each category the Provider must show total line-haul and accessorial charges.

2-6.5.8.3. Claims Summary.

A summary of the total number of loss/damage claims handled for the specified period further broken down into the following incremental categories: number of claims by agency activity, number of claims by carrier, number of interstate claims, number of intrastate claims, number of international location claims, average number of days between the date of claim filing and date of issue of initial settlement offer; average number of days between the date of receipt of the initial settlement offer and the date of final settlement, average amount claimed and settled interstate, average amount claimed and settled intrastate, and average amount claimed and settled on international locations. For each claim not settled within 30 days and/or 60 days when approved by the shipping agency's GBL/RTO an explanation for the delay must be supported by the Delay Codes identified in the HTOS [Section 9](#).

2-6.5.8.4. Counseling Contact Summary Report.

A summary report of counseling contacts (when an agency has chosen that optional service) showing employee name, date of initial contact, and current status of the move including date for the pre-move survey, packing date, pickup date, and actual or proposed delivery date into SIT and/or residence.

2-6.5.8.5. On-time Services Summary Report.

A summary report listing employee name, scheduled pickup date, actual pickup date, scheduled delivery dates into SIT and/or residence, actual delivery dates into SIT and/or residence, scheduled date for

delivery out of SIT, and actual date for delivery out of SIT. When scheduled and actual dates are different, an explanation must be provided.

2-6.5.8.6. Specially Requested Reports.

Special one-time reports furnished to the GBLIO/RTO when the shipping agency requests and the GSA PMO identified in RFO [Section 1-6](#) approves.

2-6.5.9. Customer Service.

The contractor shall provide a 24-hour, toll-free telephone number to assist in tracking/tracing shipments; resolving problems that occur during any phase of the move, including quality control problems; and in filing post-delivery claims for agencies that choose that optional service.

2.6.6. Optional Services.

2-6.6.1. General.

If requested by the shipping agency, the MMS Provider must provide the following services.

2-6.6.2. Employee pre-move counseling.

Employee pre-move counseling (as distinguished from a carrier/forwarder-provided pre-move survey) includes information on carrier/forwarder commercial moving practices affecting all aspects of a HHG move. It also includes Government-specific information on Federal HHG entitlements and allowances prescribed in the Federal Travel Regulation (41 CFR chapters 300-304) and the ordering agency's internal regulations, including weight allowances. The counseling includes informing the relocating employee about services he/she is authorized at Government expense as well as any requested services that are not the Government's financial responsibility and which the employing agency will charge back to the employee. Some of these services are: extra pickup/delivery; temporary SIT authorized by the shipping agency; non-temporary (permanent) storage (NTS); unauthorized items; assembly/ disassembly of property; shipment of perishable items; exclusion of firearms and hazardous materials; level of service coverage, options, and costs; reporting concealed damages, employee rights and responsibilities, third-party servicing; packing/unpacking and crating/ uncrating; preparation and filing of claims; name and address of origin/destination storage; and delivery out of storage. The counseling also includes explaining the Government's role concerning Commuted Rate Schedule moves as prescribed in the FTR and limitations of the Government's financial obligations for reimbursements on such moves. Following is an availability listing of publications that contain information important in the employee pre-move counseling process:

- FTR: Available on the Internet at:
<http://policyworks.gov/org/main/mt/homepage/mtt/FTR/FTRHP.shtml>
- CHAMP: Available on the Internet at:
<http://r6.gsa.gov/fsstt/>
- Agency specific regulations/procedures: (Contact appropriate agency for availability)

2-6.6.3. Preparation of shipment documentation.

If a Federal agency opts to have the contractor prepare a GBL, the contractor must comply with the terms and conditions set forth in 41 CFR 101-41. The MMS Provider must complete, and distribute copies of, each GBL following instructions published in the GSA Federal Supply Service Guide, "How to Prepare and Process U.S. Government Bills of Lading" (National Stock Number 7610-00-682-6740, 41 CFR 101-41.305-1 and 2). The Provider must provide a legible memorandum copy of all GBL's prepared and distributed to the GBLIO/RTO prior to shipment pickup dates.

2-6.6.4. Data Communications Capabilities.

The MMS Provider must: (1) provide on-line electronic access to all database information pertaining to task orders and applicable shipment records; (2) provide the GBLIO/RTO or designee and the GSA Program Management Office in Kansas City, Missouri (RFO [Section 1-6](#)), on-line access to all database information pertaining to task orders and shipment records for all accounts established under the terms of this RFO and the HTOS; (3) establish sufficient safeguards to prevent unauthorized access to the database information; (4) make the electronic access available through an asynchronous modem with a baud rate of at least 2400; and (5) furnish clear documentation setting out procedures for access to and use of the database.

2-6.6.4.1. Database Elements.

The database must contain, but not necessarily be limited to, the following elements: task order information; shipment information sufficient to generate the reports specified in [Section 2-6.5](#). The

database maintained for shipments must be maintained in a separate directory with separate shipment records for each employee move. Shipment files must not be commingled with other data maintained for shipments not applicable to this tender. Each shipment record must contain all applicable information required for that particular shipment, including any claims filed for the carrier, status of the claim, etc. (continuous computer terminal screen, if necessary). Performance data documenting how the move was handled must be collected independently and also maintained in this file. The Provider must provide facility for the GBLIO/RTO or designee and the GSA PMO (RFO [Section 1-6](#)) to extract and consolidate data such as carrier performance in the event specific reports are required.

2-6.6.4.2. Database Maintenance.

The MMS Provider must update the database on a 24-hour basis at a minimum and provide for on-line electronic access to database elements for a period of one year from date of pickup. After one year, hard copy records may be maintained as required by the Examination of Records Clause contained in GSA Form 3504.

2-6.6.5. On-site Quality Control Service. If a shipping agency requests, the MMS Provider must arrange for quality control personnel to provide on-site inspection service at the origin/destination residence at pickup/delivery. Inspection services include, but are not limited to: verification of correct inventory coding, use of proper packing materials, appropriate article servicing, equipment and personnel suitability, and satisfactory performance of unpacking. The actual cost of the service to be performed is negotiable between the MMS Provider and the shipping agency. The agreed upon price must be stated in a written document and retained by both parties. The document will be construed as a one-time only amendment to the Provider's rate filing. A copy of the written document must be included in the MMS Provider's voucher for payment. The Provider may engage outside sources to perform these services provided that they are representatives or employees of a HHG carrier, freight forwarder, or agent thereof.

2-6.6.6. Quality Assurance Plan.

If requested by the shipping agency, the MMS Provider must provide the shipping agency with a quality assurance plan to assist in assuring quality service and must also designate quality assurance personnel to execute the plan.

2-6.6.7. Claims Preparation, Filing, and Settlement Assistance.

If the employee or shipping agency requests, the MMS Provider must provide immediate loss/damage claim preparation/filing assistance, including follow-up assistance for any subsequently discovered loss or damage. The Provider must review and negotiate any settlement offer that is inconsistent with the carrier's liability or HTOS provisions, and in the case of an impasse must refer the complete file to the shipping agency. The MMS Provider also must counsel the employee about potential consequences of signing any full and unconditional release on any offer of settlement before all claims resulting from a particular move have been resolved.

2-7. Special Provisions Affecting Rates or Charges.

2-7.1 General.

In lieu of the Item 190-1 of the GRT 415-G, supplements thereto and reissues thereof, or similar provisions, all surface HHG shipments transported pursuant to the provisions of the RFO are deemed to be released at a value equal to \$5.00 per pound times the actual total weight (in pounds) of the shipment, and a valuation charge will not be assessed in conjunction therewith. Except as otherwise noted, the remaining provisions of Item 190-1 will apply. There will be no additional cost for this level of service. The provisions in RFO [Section 2-7](#) will apply.

2-7.2. Rates or Charges - General Transportation Services.

2-7.2.1. DOMESTIC.

2-7.2.1.1. Household Goods

The percentage(s) stated in the submitting Participant's offer represents a bottom-line discount off the total cost of the move based on the rates and charges published in GRT for a specific domestic move. The bottom-line discount does not apply to the charges specified in the following instances.

2-7.2.1.1.1. Where No SIT.

The bottom-line discount does not apply to third party services, the GSA IFF, or valuation charges when shipment is declared in excess of the base valuation.

2-7.2.1.1.2. Where SIT is at Origin.

The bottom-line discount does not apply to GSA IFF, storage, warehouse handling, pickup, long distance carry; elevator/stair carry, piano/organ carry, third party servicing applicable to pre-storage servicing, or valuation charges when shipment is declared in excess of the base valuation.

2-7.2.1.1.3. Where SIT is at Destination.

The bottom-line discount does not apply to GSA IFF, storage, warehouse handling, pickup, long distance carry; elevator/stair carry, piano/organ carry, third party servicing applicable to post-storage servicing, or valuation charges when shipment is declared in excess of the base valuation.

2-7.2.1.1.4. Where SIT is at other than Origin or Destination.

The bottom-line discount does not apply when SIT occurs at other than origin or destination when approved by the GBLIO/RTO, GSA IFF, storage, warehouse handling, delivery, long distance carry, elevator/stair carry, piano/organ carry, third party services, or valuation charges when shipment is declared in excess of the base valuation.

2-7.2.1.2. Storage-In-Transit (SIT) Discount.

Participants submitting offers for the movement of HHG must offer a percentage (%) discount applicable to all storage charges including warehouse handling and pickup or delivery out of storage.

2-7.2.1.3. Unaccompanied Air Baggage (UAB) - Alaska Only.

The percentage (%) stated in the submitting Participant's offer for UAB shipment represents a single-factor rate based on the base-line rate set out below per kilogram (kg) volume weight and includes the following services: (a) packing, including use of packing containers and materials from origin to destination; (b) servicing of appliances; and (c) from origin residence all land and air transportation to the destination residence.

Weight Group	Base-Line per Kilogram(KG)
45 to 134 kg	US\$1.16
135 to 224 kg	US\$1.05
225 to 314 kg	US\$1.00
315 to 404 kg	US\$0.96
405 and over kg	US\$0.91

2-7.2.1.4. Privately Owned Vehicle (POV).

2-7.2.1.4.1. Domestic.

The amount stated in the submitting Participant's offer for the shipment of an POV represents a **price per mile** for vehicles applicable to the following services (a) preparation of vehicle; (b) pickup at origin; (c) transportation from origin to destination; (d) delivery to final destination; and (e) valuation based on the current value of the vehicle.

2-7.2.1.4.2. Minimum Charge.

In those instances when the distance for shipping a POV is less than 300 miles, a minimum charge of 300 times the offered price per mile will apply

2-7.2.1.4.3. Alaska Only.

The amount stated in the submitting Participant's offer for the shipment of an POV represents a **flat price** for vehicles applicable to the following services (a) preparation of vehicle; (b) pickup at origin; (c) transportation from origin to destination; (d) delivery to final destination; and (e) valuation based on the current value of the vehicle.

2-7.2.1.4.4. Vehicle Sizes.

Charge must be offered only on the following sizes and in accordance with RFO [Section 2-7.2.1.4.1 and 2-7.2.1.4.3](#).

1. Category 1 (CAT-1): Vehicles less than 300 cubic feet in physical measurement;
2. Category 2 (CAT-2): Vehicles between 300 and 800 cubic feet in physical measurement; and,
3. Category 3 (CAT-3): Vehicles exceeding 800 cubic feet in physical measurement.

2-7.2.2. INTERNATIONAL.

2-7.2.2.1. Household Goods (HHG).

2-7.2.2.1.1. General.

The percentage (%) cited in the submitting Participant's offer for the surface HHG represents a single-factor rate based on the Base-Line Rates specified in [Section 2-7.2.2.6](#) per 100 pounds net weight including full replacement value carrier liability as defined in HTOS (ITOS, [Section 10](#)) and [Section 2-7.5](#). The application of rates from/to the international point for the surface HHG shipment shall be based on the net weight of the shipment in pounds. Minimum weight is 1,000 pounds.

2-7.2.2.1.2. Services Included.

1. Packing, including use of packing containers and materials from origin to destination and unpacking. Shipping containers and packing materials furnished by the Participant will remain the property of the Participant.
2. Servicing and unservicing of appliances, except third party service.
3. All land, water, and air transportation, EXCEPT
 - (a) additional land transportation charges for shipments picked up or delivered from or to storage-in-transit;
 - (b) bunker fuel charges, port congestion surcharges, and/or war risk surcharges where applicable and when actually billed to the Participant by ocean freight carrier pursuant to regularly filed tariff(s) with the Federal Maritime Commission. Such charges will be separately stated on the GBL and supported by prorated paid ocean carrier invoices of the actual amount; and,
 - (c) shipments of unaccompanied air baggage.
4. Export and import documentation services involving customs clearances.
5. Removal and placement of each article in the residence/warehouse or other building.
6. Hoisting or lowering of an article.
7. Elevator, stair and excessive distance carry, piano/organ carry and/or heavy or bulky item charge (except Item 5 in [Section 2-7.2.2.1.3](#), below.
8. Ferry, tunnel and bridge charges/tolls.

2-7.2.2.1.3. Services Excluded.

1. Storage, waiting time and/or handling charges caused by failure of the origin GBLIO/RTO to furnish acceptable custom documents or by refusal of customs officials to clear shipment will be billed at charges provided in HTOS (ITOS, [Section 17](#)) when performed by Participant. When such services are performed by a third party, billing will be at the actual cost charged to the Participant, supported by paid third party invoices when reference applicable rate schedules and/or tariffs when charges are assessed in accordance with such publications.
2. Any Government or public authority ordered charges for inspection, disinfestation, decontamination, fumigation or demurrage or other charges occasioned by such orders not the fault of the Participant.
3. Servicing of articles requiring services of third parties.
4. When an article cannot be picked up or delivered from a residence by the conventional method (doorways, stairs, elevator to floor) or the structural nature of the residence must be changed to accommodate a pickup or delivery (removal of windows, doors, etc), the Participant, upon approval by the GBLIO/RTO will be authorized third party service. This exception is directed at the pickups and deliveries from high rise apartment buildings and is not intended to be used for minor hoisting and lowering, such as 1st floor balconies in apartments and single family dwellings.
5. Shipments picked up or delivered to a mini warehouse, which involve a carry in excess of 100 feet between the Participant vehicle and the outside entrance door of the actual storage area, the GBLIO/RTO may authorize an excessive distance carry charge as defined in the HTOS (ITOS, [Section 17](#)).

2-7.2.2.2. Rates and Charges for Accessorial Services.

The rates and charges set out in HTOS (ITOS, [Section 17](#)) are base-line rates. The percentage (%) stated in the submitting Participant's Tender for accessorial services represents the amount to be charged as a percentage (%) less than, equal to, or greater than the rates and charges set out in [Section 17](#).

2-7.2.2.3. Rates or Charges For Storage-In-Transit (SIT).

The percentage (%) stated in the submitting Participant's Tender for SIT represents the amount to be charged as a percentage (%) less than, equal to, or greater than the rates and charges set out in the HTOS (ITOS, [Section 17](#)) for the storage, warehouse handling, and pickup/delivery, including full replacement value carrier liability as defined in HTOS (ITOS, [Section 10](#)) and [Section 2-7.5](#).

2-7.2.2.4. Unaccompanied Air Baggage (UAB)

The percentage (%) stated in the submitting Participant's offer for UAB shipment represents a single-factor rate based on the base-line rate set out in [Section 2-7.2.2.6.2.2](#) per kilogram (kg) volume weight including full replacement value carrier liability as set out in the HTOS (ITOS, [Section 10](#)) and includes the following

services: (a) packing, including use of packing containers and materials from origin to destination; (b) servicing of appliances; and (c) from origin residence all land and air transportation to the destination residence.

2-7.2.2.5. Privately Owned Vehicle (POV).

The amount stated in the submitting Participant's tender for the shipment of an POV represents a flat charge applicable to the following services:

- (1) preparation of vehicle;
- (2) pickup at origin;
- (3) transportation from origin to destination;
- (4) containerization or below deck storage in the ocean going vessel;
- (5) delivery to final destination; and,
- (6) valuation based on the current value of the vehicle.

2-7.2.2.5.1. Vehicle Sizes.

The flat charge must be stated in whole dollars and may be offered only on the following sizes:

1. Category 1 (CAT-1): Vehicles less than 300 cubic feet in physical measurement;
2. Category 2 (CAT-2): Vehicles between 300 and 800 cubic feet in physical measurement; and,
3. Category 3 (CAT-3): Vehicles exceeding 800 cubic feet in physical measurement.

2-7.2.2.5.2. Application of Transit Time.

In lieu of the transit times listed in Section 5 of the HTOS, the following privately owned vehicle transit times will apply. When requested, the transit times identified in RFO [Section 2-7.2.2.5.3.](#) will apply on any privately owned vehicle shipment released by [the applicable Federal agency](#) between the points identified in this section. The Participant shall notify [the Federal department or agency](#) as applicable, in writing of the port(s) it intends to use that will meet the transit time requirements.

2-7.2.2.5.2.1. Transit Time Penalty.

In the event that the Participant fails to meet the transit times, it must notify the [Federal agency](#) as applicable, within 24-hours of the delay. The Participant shall be responsible for arranging for, or the reimbursement of, a rental car on behalf of the transferee. Reimbursement or the rental of a like vehicle will be limited to a vehicle of the same, or comparable, size/model as being shipped by the transferee. The GBLIO/RTO has the authority to waive the penalty in whole or in part based on circumstances of the delay.

2-7.2.2.5.3. Transit Time Schedule.

BETWEEN AND	*ALASKAN POINTS	GUAM	HAWAIIAN ISLANDS	PUERTO RICO	VIRGIN ISLAND- ST.THOMAS/ ST.CROIX	VIRGIN ISLAND- ST.JOHN
AK	-	25	15	20	20	20
AL	20	28	20	15	15	15
AR	20	28	20	15	15	15
AZ	15	26	15	20	20	20
CA	15	25	15	20	20	20
CO	15	26	15	20	20	20
CT	20	28	20	15	15	15
DC	20	28	20	15	15	15
DE	20	28	20	15	15	15
FL	20	29	20	15	15	15
GA	20	29	20	15	15	15
IA	20	29	20	20	20	20
ID	15	28	15	20	20	20
IL	20	29	20	15	15	15
IN	20	29	20	15	15	15
KS	15	29	15	20	20	20
KY	20	29	20	15	15	15
LA	20	28	20	15	15	15
MA	20	28	20	15	15	15
MD	20	28	20	15	15	15
ME	20	29	20	15	15	15
MI	20	30	20	20	20	20
MN	20	30	20	20	20	20

MO	15	29	15	20	20	20
MS	20	28	20	15	15	15
MT	15	28	15	20	20	20
NC	20	29	20	15	15	15
ND	20	28	20	20	20	20
NE	15	29	15	20	20	20
NH	20	29	20	15	15	15
NJ	20	28	20	15	15	15
NM	15	26	15	20	20	20
NV	15	26	15	20	20	20
NY	20	28	20	15	15	15
OH	20	29	20	15	15	15
OK	20	28	20	20	20	20
OR	15	25	15	20	20	20
PA	20	28	20	15	15	15
RI	20	28	20	15	15	15
SC	20	29	20	15	15	15
SD	20	28	20	20	20	20
TN	20	28	20	15	15	15
TX	15	28	15	15	15	15
UT	15	26	15	20	20	20
VA	20	28	20	15	15	15
VT	20	29	20	15	15	15
WA	15	25	15	20	20	20
WI	20	30	20	20	20	20
WV	20	28	20	15	15	15
WY	15	28	15	20	20	20

*Alaskan Points include the following cities: Anchorage, Cordova, Fairbanks, Juneau, Ketchikan, Kodiak, Petersburg, Sitka, and Wrangell.

2-7.2.2.6. Base-Line Rates.

2-7.2.2.6.1. Surface.

2-7.2.2.6.1.1. Increase of Base-Line Rates.

Due to the increase of the IFF effective May 1, 1999 (RFO [Section 2-7.6](#)), the International Base-Line Rate Table identified in RFO [Section 2-7.2.2.6.1.2](#) is subject to a 2.5% increase.

2-7.2.2.6.1.2. Surface Base-Line Rate Table.

The following base-line rate table is applicable to the HHG effects surface shipments.

Weight Group	Base-Line Rate per hundred weight (cwt)
1,000 to 1,999 lbs	US\$117.00
2,000 to 3,999 lbs	US\$106.00
4,000 to 7,999 lbs	US\$100.00
8,000 to 11,999 lbs	US\$96.00
12,000 to 15,999 lbs	US\$94.00
16,000 and over	US\$92.00

2-7.2.2.6.2.2. Unaccompanied Air Baggage (UAB)

The following base-line rate table is applicable to the shipment of UAB.

Weight Group	Base-Line per Kilogram(KG)
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45 to 134 kg	US\$1.16
135 to 224 kg	US\$1.05
225 to 314 kg	US\$1.00
315 to 404 kg	US\$0.96
405 and over kg	US\$0.91

2-7.3. Application of Rates or Charges.

Rates/Charges applicable to a specific shipment will be those in effect on the date of pickup. In those instances where the submitting Participant does not offer a rate, it will be construed as NO RESPONSE.

2-7.3.1. Exception.

Except in supplemental filings, items left blank will indicate NO CHANGE.

2-7.3.2. Unaccompanied Air Baggage (UAB).

Rates or charges applicable to UAB **will apply** when shipped independent of surface HHG.

2-7.3.3. Privately Owned Vehicles (POV).

Rates or charges applicable to POV **will apply** when shipped independent of the surface HHG.

2-7.4. Alaska Only.

2-7.4.1. Combination of Rates - Applies to Domestic Shipments Only

2-7.4.1.1. Accepted offer does not include Alaska Service Areas (RFO Section 5-2).

In the event that a Participant handles a shipment between points in the Continental United States and Alaska and it does not have any offer accepted by GSA for such a movement, the applicable charges shall be based on a combination of the rates set out in the Participant's accepted offer between Service Area 2 and Service Areas 1 through 16, inclusive, and of the charges in Section 2, Parts E and F of the applicable GRT, supplements thereto and reissues thereof; provided, however, these charges will alternate with all other applicable combination or through rates and/or charges that a participant may have on file on the date that a shipment is picked-up.

2-7.4.1.2. Accepted Offer Includes Alaska Service Areas (RFO Section 5-2).

The provisions of RFO Section 2-7.4.1.1 do not apply when GSA has accepted a Participant's offer to handle shipments between points in the Continental United States, Service Area 1 through 16, inclusive, and Alaska Service Areas defined in RFO Section 5-2.

2-7.4.2. Intra Alaska.

Transportation charges for shipments moving between two points in the State of Alaska (intrastate Alaska) will be published in Section 7 of Tariff STB HGB 415-G, as revised. For distances in excess of 1,000 miles, the rates applicable for each "Add'l 100 miles" as shown in Section 3 of the 415-G, will apply for each 100 miles, or fraction thereof, in excess of 1,000 miles, in addition to the base transportation charge for 1,000 miles in Section 7.

2.7.5. Released Value.

2-7.5.1. General.

2-7.5.1.1. Surface and Unaccompanied Air Baggage Released (UAB) Value.

All surface and UAB applicable to domestic and international shipments are released at full value.

2-7.5.1.2. Privately Owned Vehicle Released Value.

All POV shipments applicable to domestic and international shipments are released at current market value.

2-7.5.1.3. Application of Tariff or Bureau Issued GRT.

In lieu of Item 190 of GRT or any comparable item in an otherwise applicable intrastate tariff, will not apply.

2-7.5.1.4. Cost included in Participant's offer.

The cost of released value as defined in this provision will be included in the Participant's offer. Except as provided in RFO Sections 2-7.5.2.2. and 2-7.5.3.2. Participant may not charge a Federal agency for full replacement value.

2-7.5.2. DOMESTIC.

2-7.5.2.1. Transportation.

2-7.5.2.1.1. Exception to Item 190-1 of GRT.

In lieu of the released value identified in Item 190-1 of the GRT, supplement thereto and reissues thereof, all domestic shipments moving pursuant to CHAMP are released at the base value of \$5.00 times the net weight of the shipment applicable to both shipments in transit and SIT. The storage liability charge does not apply for the base released valuation. All other provisions of Item 190-1 and this RFO will apply.

2-7.5.2.2. Employee's Increase in Base Valuation.

The employee has the right to increase the value in excess of the base valuation established by this provision and in accordance with the following.

2-7.5.2.2.1. Transportation.

In the event that the employee declares a value greater than the base valuation of \$5.00 times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of \$0.85 will apply on that portion of the valuation declared in excess of shipments released value of \$5.00 times the weight.

2-7.5.2.2.2. Storage-in-Transit.

In the event that the employee declares a value greater than the base valuation of \$5.00 times the net weight of the shipment in pounds, a Full Value Protection Service Storage Liability Charge of \$0.18 will apply on that portion of the valuation declared in excess of shipments released at full value of \$5.00 times the weight.

2-7.5.3. INTERNATIONAL.**2-7.5.3.1. Transportation.**

In accordance with the HTOS (Section 10 of the ITOS) all international shipments moving under CHAMP are released at a base value of \$5.00 times the net weight of the shipment in pounds.

2-7.5.3.2. Employee's Increase in Base Valuation.

The employee has the right to increase the value in excess of the base valuation established by this provision and in accordance with the following.

2-7.5.3.2.1. Transportation.

In the event that the employee declares a value greater than the base valuation of \$5.00 times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of \$0.85 will apply on that portion of the valuation declared in excess of shipments released value of \$5.00 times the weight.

2-7.5.3.2.2. Storage-in-Transit.

In the event that the employee declares a value greater than the base valuation of \$5.00 times the net weight of the shipment in pounds, a Full Value Protection Service Storage Liability Charge of \$0.18 will apply on that portion of the valuation declared in excess of shipments released at full value of \$5.00 times the weight.

2-7.6. GSA Industrial Funding Fee (IFF) (formerly Shipment Charge)**2-7.6.6.1. Amount of Charge.**

The GSA IFF will be \$145.00 per shipment subject to the following provisions.

2-7.6.2. Cost Included in Participant's Offer.

The cost of GSA IFF will be included in the Participant's offer.

2-7.6.3. First Shipment.

The first shipment of a relocation performed pursuant to the HTOS is defined as a surface shipment of HHG effects, shipment of a POV, and a shipment of UAB, all or any one of which are tendered to the Participant by the shipping Federal Agency at the same time or within six months of the tender of the first component of this shipment.

2-7.6.4. Supplemental Shipments.

A supplemental shipment of a relocation performed pursuant to the HTOS is defined as any surface shipment, including a POV, or UAB tendered to the Participant by the shipping Federal Agency after six months from the date of the tender of the first component of the first shipment.

2-7.6.5. Payment of Charge.

The Participant will remit the IFF to GSA on a calendar-quarter basis in accordance with the terms of the HTOS. IFF payments remitted to GSA by approved CHAMP Participants will be based on the number of shipments billed pursuant to CHAMP for which service was performed.

2-7.6.6. Verification of IFF.

To ensure that the IFF is correctly applied to the quarter for which submission is received, the check register must identify the quarter (i.e. 1stqtr00, 3rdqtr00), and the GBL number or include with the IFF submission a copy of the shipment report containing such information.

2-7.7. Length of Storage-in-Transit. (DTOS 4-11(a); ITOS 4-11)

Notwithstanding any other provisions of the GRT, the Participant must provide, when required, SIT at destination for shipments handled under the HTOS. SIT is defined as the holding of a shipment or portion thereof at or in the facilities or warehouse used by the Participant for storage, pending further transportation. A shipment may be held in SIT for a period not to exceed 180 days, unless extended by

mutual agreement between the GBLIO/RTO and the Participant, after which time, liability as Participant shall terminate, the applicable interstate or international character of the shipment or portion thereof shall cease, the warehouse shall be considered the destination of the property, the warehouseman shall be agent for the shipper, and the property shall then be subject to the rules, regulations, and charges of the warehouseman.

2-7.8. Unpacking and Debris Removal - RESERVED.

2-7.9. Excessive Distance Carry.

Notwithstanding any other provisions of the Item 160 of the GRT, any reference to a distance of less than 100 feet will be construed as 100 feet.

2-7.10. Delivery Out of Storage-in-Transit.

Charges for pickup or delivery out of storage as provided in **Item 210** of the GRT, will apply depending upon the location of the warehouse when the point of original pickup or delivery and warehouse are both located within the same municipality or within a distance of 50 miles or less. Any references to a distance of 30 miles will be construed as a distance of 50 miles.

2-7.11. Crating Services.

Regardless of possible use of a third party service for crating, crating services will be quoted, billed and paid as provided in the GRT. In the event that a third party is used to provide crating services and the charges are in excess of those provided in the GRT, the GBLIO/RTO has the authority to waive and negotiate the excess crating charges in whole or in part, based on the circumstances of the use of third party services.

2-7.12. Weight Variance.

In the event the actual shipment weight is greater than 115% of the premove survey weight, the Participant must notify the GBLIO/RTO or its designated representative prior to billing the Federal Agency of the original weighting and be prepared to justify the difference. In the event the carrier fails to notify the GBLIO/RTO or third party representative, the Participant stipulates that the agreed weight of the shipment will be 115% of the premove survey weight. In the event the carrier fails to adequately justify the difference between the actual and premove survey weights, the Participant stipulates that the agreed weight of the shipment will be 115% of the premove survey weight. The agreed weight shall take precedence over the actual weight for the assessment of transportation, accessorial, and storage-in-transit charges when based on weight. The GBLIO/RTO has the authority to waive this provision.

2.7.11.1. Verification of Weight Variance.

In order to apply the weight variance rule, it is recommended that a copy of the premove survey be included with the billing voucher and other documents.

2-8. Claim Settlement Penalty.

In the event that the Participant fails to settle a claim within 30 days after receipt due to Participant's failure, the Participant will pay a \$25.00 per day penalty to the Federal agency. The total penalty shall not exceed \$250.00. The GBLIO/RTO has the authority to waive the penalty in whole or in part based on circumstances of the delay.

2-9. Exception Status.

The following provision applies; accepted offers may be placed in an exception status and rates will be withdrawn from GSA Cost Comparison data base upon failure to meet HTOS requirements, pending temporary non-use, suspension and/or debarment. In those instances where shipment takes place after effective date of exception status, the Participant's offer(s) as indicated on this tender will apply and remain in effect until terminated as provided by RFO.

2-10. Extension of Offer by the Government.

The Government reserves the right to extend the expiration date of all or part of the rate offers accepted in accordance with the RFO for up to ninety (90) calendar days.

2-11. Rights Reserved.

2-12. Termination.

The following provisions apply in lieu of Item 20e, Optional Form 280.

- (a) Accepted offers may be terminated and the Participant placed in a temporary non-use status by the Government immediately upon determination that a Participant has failed to satisfactorily respond to a show cause notice;
- (b) Accepted offers may be terminated by the Government immediately upon the debarment or suspension of the Participant in accordance with 41 CFR 101-40.4;
- (c) Except as provided in (a) and (b) above, accepted offers may be terminated at any time by either party hereto upon sixty (60) days notice in writing to the other. Termination under this clause shall not affect, or relieve any part of, any obligation or liability that may have accrued prior to such termination; and,
- (d) Upon termination of the offer under (a), (b), or (c) above, or as provided in the HTOS, the Participant shall be paid any sum due the Participant for services performed under this offer to the date of such termination, and in the event of partial termination shall be paid in accordance with the terms of this offer for any services furnished under the portion of the offer that is not terminated; provided, however, any such payments shall be without prejudice to any claim which the Government may have against the Participant under the provisions of the HTOS or otherwise and the Government shall have the right to offset any such claims against such payment.

A copy of the OF280 is available by contacting the PMO (RFO Section 1-6).

2-13. TERMINATION FOR CONVENIENCE OF THE GOVERNMENT.

The Government, by written notice, may terminate all or part of the rate offer(s) accepted in accordance with the RFO, in whole or in part, when it is in the Government's best interest. If a rate offer(s) is terminated, the Government shall be liable only for payment for services rendered before the effective date of the termination.

2-14. Item 21, Optional Form 280.

By submission of a rate offer to the GSA in accordance with this request, the submitting firm agrees to and/or meets the terms and conditions of the Uniform Tender of Rates and/or Charges for Transportation Services, Optional Form 280, except as provided in RFO [Section 2-12](#). In addition to the provisions of Item 21, Optional Form 280, the following provision applies: (5) on commercial bills of lading endorsed with the following legend, "Transportation under this tender is for the (name of specific agency) and the actual total transportation charges paid to the carrier(s) by the shipper will be reimbursed by the Government. This may be confirmed by contacting the agency at _____.